

Melton Mowbray u3a

ROLE OF THE CHAIRMAN

- To front the monthly meetings of MMu3a which are open to all members and visitors. At these meetings, to be available and approachable to talk to members, greet new members and visitors and generally promote MMu3a;
- To effectively and efficiently chair the monthly MMu3a committee meetings, planning the meeting agenda in advance with the Business Secretary and agree on any papers to be circulated with it. Also to agree the annual cycle of dates for committee meetings with the Business Secretary

At these meetings, to ensure:

- all Committee members are encouraged to put forward new ideas and initiatives for discussion;
- That clear decisions are reached following a unanimous or majority vote of the committee, a timetable for implementation of actions/decisions is agreed;
- they remain impartial and encourage objectivity in decision-making and provide a casting vote in the event of an equal split;
- To chair the AGM ensuring that the business of the meeting is conducted according to laid down procedures and any existing standing orders;
- To write a Chairman's report for the Annual Report in good time prior to the AGM;
- To ensure MMu3a upholds the ethos and guiding principles of the u3a organisation;
- To be available to the membership to respond to any queries or deal with any problems or issues, supported by the committee;
- To attend and represent MMu3a regional and national meetings as appropriate, when possible;
- To act as Almoner, sending cards and messages as appropriate to members who are unwell or recently bereaved;

On completion of term of office

- To carry out a comprehensive handover to the new Chair.
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